



PERSONNEL

★AFROTC CADETS AND APPLICANTS TESTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes Air Force ROTC policy regarding the use of CONTROLLED TEST MATERIAL within the Air Force ROTC testing program. It prescribes the methods and procedures to be used by personnel responsible for the administration, processing, control, and shipment of CONTROLLED TEST MATERIAL. It further defines and explains the specific personnel testing program of Air Force ROTC, including its purposes, responsibilities, testing instruments, and appropriate use of results. The provisions of this instruction apply to all AFROTC senior units.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., Chapter 33, and section 2107 and E.O. 9397. System of records notices F045 AETC C, *Cadet Records*, and F045 AETC E, *Four-Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files*, apply.

SUMMARY OF REVISIONS

★This instruction substantially revises AFROTCI 36-6, *Testing of Air Force ROTC Cadets and Applicants*, and should be thoroughly reviewed. This revision updates office symbols; Cadet Automated Personnel System (CAPS) has been replaced with AFOATS Pilot Project (APP); updates Test Material Inventory (TMI) procedures (5.1); updates change of TCO procedures (5.2); adds requirement for no-notice TMIs (5.5); updates procedures for verifying number of times a cadet/applicant has been tested (9.2); relieves TCO from being present at every testing session as long as he/she is on call (10.1); expands on which version of the AFOQT to administer when retesting (10.4); allows units to establish outside agency testing agreements with MEPS/MPF (10.7); updates process for requesting waiver of 180-day AFOQT retest waiting period (11.1, attachment 8); expands instructions for test interruptions (11.2); updates process for requesting waiver of second AFOQT retest (11.3); adds temporary waiver authority for minimum qualifying scores (11.4); changes requirement that only the TCO or TE must take completed AFOQT answer sheets to post office (12.2.2); updates telephone numbers for HQ AFPC/DPPAPT (14.1); adds how to obtain AFPT 997, *Air Force Officer Qualifying Test Information Pamphlet* (16.1); replaces AF Form 145, **Certificate of Destruction of Material**, with AF Form 310, **Document Receipt and Destruction Certificate** (16.3); deletes requirement for documenting the destruction of used scratch paper (16.4); updates minimum AFOQT score requirements for Basic Attributes Test (BAT) testing eligibility (18); updates BAT scoring (20); adds a list of references and an explanation of terms (attachment 1); updates the AFOQT and BAT Training Checklist (attachment 5); updates possible loss or compromise procedures (attachment 6); changes format for requesting AFOQT retesting (attachments 7 and 8); and adds a list of pertinent mailing addresses (attachment 9).

Section A - General

Paragraph 1– Responsibilities

	Paragraph
Unit Commander .....	1.1
TCO and TE .....	1.2

Paragraph 2 – Test Control Officer (TCO), Test Examiner (TE), and Test Proctor

Appointing TCOs .....	2.1
Appointing TEs .....	2.2

	<b>Paragraph</b>
Appointing Additional TEs .....	2.3
Appointing Test Proctors .....	2.4
<b>Paragraph 3 – Training</b> .....	<b>3</b>
<b>Paragraph 4 – Test Control and Shipment</b>	
Storage .....	4.1
Access .....	4.2
Removal .....	4.3
Transporting .....	4.4
Tests other than AFOQT or BAT .....	4.5
Completed Tests .....	4.6
<b>Paragraph 5 – Inventory</b>	
★Test Material Inventory (TMI) .....	5.1
★Inventory Discrepancies .....	5.2
Change of TCO .....	5.3
Change of TE .....	5.4
★No-notice Inventories .....	5.5
<b>Paragraph 6 – Loss or Compromise</b> .....	<b>6</b>
 <b>Section B – Air Force Officer Qualifying Test (AFOQT)</b>	
<b>Paragraph 7 – Purpose of the AFOQT</b> .....	<b>7</b>
<b>Paragraph 8 – Personnel to be Tested</b>	
AFROTC Cadet .....	8.1
College Student .....	8.2
Other Student .....	8.3
Unit NCOs .....	8.4
Other Applicant .....	8.5
<b>Paragraph 9 – Scheduling</b>	
When to Schedule .....	9.1
★Determining Number of Times an Individual Has Tested .....	9.2
Testing Roster .....	9.3
<b>Paragraph 10 – Administer the AFOQT</b>	
★Who May Administer .....	10.1
Identifying Examinees .....	10.2
AFPT 983, Manual for Administration .....	10.3
★Determining Which Version to Administer .....	10.4
Completing Entire AFOQT .....	10.5
Avoiding Hardships on Examinees .....	10.6
★Testing at Outside Agencies .....	10.7
Obtaining Scores From Outside Agencies .....	10.8
<b>Paragraph 11 - Retesting</b>	
★180-Day Retest Waiting Period .....	11.1
★Retesting Due To Illness During Previous Test .....	11.2
★Requesting Second Retest .....	11.3
★Waiving Minimum Qualifying Scores .....	11.4

**Paragraph****Paragraph 12 – Preparation and Shipment of Answer Sheets**

Preparing Answer Sheets for Mailing .....	12.1
Packaging Answer Sheets for Mailing .....	12.2

**Paragraph 13 – Scoring the AFOQT ..... 13****Paragraph 14 – Disposition of Test Results**

★Receiving Scores .....	14.1
Historical Record of Test Scores .....	14.2

**Paragraph 15 – Recording or Combining Scores**

Expiration of Scores .....	15.1
Combining Scores .....	15.2
Determining Which Scores to Use .....	15.3

**Paragraph 16 – Requisition and Disposition of Test Materials**

★How to Obtain Test Materials .....	16.1
Transferring Test Materials .....	16.2
★Destroying Test Materials .....	16.3
★Destroying Used Scratch Paper .....	16.4

**Section C – Basic Attributes Test (BAT)****Paragraph 17 – Purpose of the BAT ..... 17****★Paragraph 18 – Personnel To Be Tested ..... 18****Paragraph 19 – Administration ..... 19****★Paragraph 20 – Scoring the BAT ..... 20****Paragraph 21 – Retesting ..... 21****Attachments****Page**

1. ★Glossary of References and Explanation of Terms .....	10
2. Appointment Memorandum for Test Control Officer or Test Examiner .....	12
3. NCO TEs Statement of Understanding (AFOQT) .....	13
4. NCO TEs Statement of Understanding (BAT) .....	14
5. ★AFOQT and BAT Training Checklist .....	15
6. ★Instructions for Compromise Cases .....	16
7. ★Request for Approval to Readminister the AFOQT .....	17
8. ★Request to Waive 180-Day AFOQT Retest Waiting Period .....	18
9. ★List of Address for AFOQT/BAT Correspondence .....	19

**Section A - General****1. Responsibilities:**

1.1. The unit commander is responsible for conducting a testing program in compliance with all directives.

1.2. The TCO and TE are responsible for all testing and for controlling access to CONTROLLED TEST MATERIAL. Reference paragraphs 3.6 and 3.7 for TCO and TE responsibilities.



## 2. Test Control Officer (TCO), Test Examiner (TE), and Test Proctor:

2.1. The unit commander will appoint, by memorandum, one AF officer or NCO (MSgt selectee or higher) as the TCO using the format at attachment 2. Maintain the original on file in the unit and forward a copy to each agency listed on the example at attachment 2.

2.2. The unit commander may appoint, by memorandum, one AF officer or NCO (SSgt selectee or higher) as the TE using the format at attachment 2. NCO TEs who are eligible to apply for entry into a commissioning program must either take the AFOQT and BAT test or sign the statement of understanding (attachment 3 for AFOQT; attachment 4 for BAT) in conjunction with their appointment. Maintain the original appointment memorandum on file in the unit and forward a copy to each agency listed on the example (see attachment 9 for addresses). Forward the original NCO TE Statement of Understanding for both the AFOQT and BAT to the unit's servicing military personnel flight (MPF) for inclusion in the member's unit personnel record group (UPRG), maintain a copy in the unit files, and forward a copy to the agencies listed on attachment 2. NOTE: The unit commander cannot function as the TCO or TE unless the unit is placed in a unique manning situation. The region commander must then make the appointment.

2.3. The TE must know the provisions of all testing directives (reference attachment 1) and must carefully study AFPT 983, *Manual for Administration*. Requests for more than one TE are considered on a case-by-case basis and reevaluated annually. Submit a letter to HQ AFROTC/RRFP justifying the need for an additional TE. Justification must include the number of times the test is administered, the number of examinees per test session, and other specific circumstances contributing to the need.

2.4. The TCO or TE verbally appoints and relieves test proctors as needed to ensure proper control of test materials and behavior of examinees during the tests. The number of test proctors used in any one session is determined by AFI 36-2605, *Air Force Military Personnel Testing System*. NOTE: Test proctors are not authorized access to test materials, except to distribute and collect materials with the test booklets closed. Test proctors are not authorized to administer the Basic Attributes Test (BAT) or to oversee its administration.

**3. Training.** As a minimum, both the TCO and the TE will complete the AFOQT and BAT training checklist (attachment 5) annually. Maintain copies of the completed checklist in unit files. A new TCO or TE must complete the required training prior to administering the AFOQT or BAT. If a test proctor is used for the AFOQT, the TCO will train the individual prior to the test session. See AFI 36-2605 and AFPT 983 for additional guidance.

## 4. Test Control and Shipment:

4.1. Keep CONTROLLED TEST MATERIAL in a storage container that meets the requirements for Secret and Confidential materials (DOD 5200.1-R/AFI 31-401, *Information Security Program Management*). The minimum requirement is a steel filing cabinet with a built-in, three-position, dial-type combination lock; or, as a last resort, a steel filing cabinet with a steel lock bar and a GSA-approved, changeable combination padlock. Only the TCO and TE will have the combination to the safe. Do not store imprest funds or different test material in the same container as CONTROLLED TEST MATERIAL. CONTROLLED TEST MATERIAL from the AFOQT and BAT will be stored in the same security container.

4.2. Only the TCO and TE will have access to the test booklets and the BAT for security purposes. If the TCO is absent for brief periods due to illness, leave, or TDY, the TE may act as TCO for administering tests and controlling materials; however, only the most essential testing should be conducted. If the TCO is absent for a time period which affects TCO duties, appoint a new TCO.

4.3. The test administrator (TCO or TE) will inventory the test booklets by serial number when removing them from the storage container and reinventory to account for each page of each test booklet when returning them. Return test materials to the storage container immediately after the conclusion of each test. NOTE: Even though a TCO or TE is seated at the desk or stays near test materials, never place them on a desk pending return to the container.

4.4. When testing is to be done away from the unit, the TCO will personally sign out the booklets to the TCO or TE who will administer the test using an AF Form 310, **Document Receipt and Destruction Certificate**. In cases where the unit TCO or the TE personally handcarries the test materials outside the unit (e.g., across campus, cross-town school, etc.), an AF Form 310 need not be completed. Reference AFI 36-2605, for further guidance.

- 4.5. The unit TCO may not requisition, store, give, or have access to any personnel tests other than the AFOQT or BAT.
- 4.6. Completed AFOQT answer sheets and disks with BAT tests on them need the same degree of control as test booklets.

## **5. Inventory:**

★5.1. Conduct a test materials inventory (TMI) of CONTROLLED TEST MATERIAL in February and October of each year; no inventory is required in June. Conduct inventories within 10 workdays of receipt of the TMI listing. Keep the current and previously completed original TMI listings on file at the unit. Forward a copy of the completed current TMI listing to HQ AFROTC/RRFP within 5 workdays of completion. Do not send a copy to HQ AETC/DPAFP. The unit commander signs as the authenticating officer on all TMI listings.

5.1.1. The February inventory must be conducted by the TCO and an impartial official who is a MSgt selectee or higher. The unit commander will appoint the impartial official by memorandum. They will use AFPAM 36-2620, *Air Force Military Personnel Testing Procedures*, to conduct the inventory. As part of the inventory, the official must review all test storage facilities and verify that the safe combination has been changed at the appropriate times.

5.1.2. The October inventory will be conducted by the TCO and the TE. The TE will sign as the impartial official.

5.2. The inventory will account for all test booklets on hand, destroyed, or transferred. Refer any differences between amounts shown on the TMI listing and amounts on hand or accounted for that cannot be resolved using the previous and current TMIs and AF Forms 310 to HQ AFROTC/RRFP. Any unresolved differences must be reported, regardless of how the listing appears. If differences cannot be resolved, begin an investigation (see attachment 6 and AFI 36-2605).

★5.3. When there is a change of TCOs, the incoming and outgoing TCOs will conduct a joint inventory. Use the most recent authenticated copy of the TMI listing for this inventory (this inventory may be accomplished simultaneously with the February or October inventory, if necessary). The incoming TCO acts as the impartial official. It is important that the outgoing TCO be on hand for this inventory to resolve any discrepancies. If the presence of the outgoing TCO is not possible, the unit commander will appoint an impartial official who is a MSgt selectee or higher, in writing, to serve in the place of the outgoing TCO. (The unit commander must not serve as the impartial official unless prior approval is obtained from HQ AFROTC/RRFP.) If there are no discrepancies in the account, the incoming TCO will certify the bottom of the current inventory and maintain it in unit files. If discrepancies are found, refer to paragraph 5.2. All discrepancies must be resolved before the new TCO takes control of the account. The incoming and outgoing TCOs will sign a memorandum, endorsed by the unit commander, stating the joint inventory was completed. File the memorandum with the appointment memorandum. If the outgoing TCO was not on hand, change the memorandum to show this. (The unit commander will forward a memorandum to HQ AFROTC/RRFP, HQ AFPC/DPPPWE, IN TURN, explaining why the outgoing TCO was not on hand.). Once the joint inventory is complete, the new TCO and the TE will change the safe combination.

5.4. When there is a change of TE, a joint inventory by the TEs is not required. However, the TCO will conduct an inventory in accordance with paragraph 5.3 to verify the presence of all test material. The incoming TE will serve as the impartial official and, again, the safe combination must be changed.

★5.5. No-notice inventories may be directed anytime during the year and will be performed IAW AFI 36-2605 and AFPAM 36-2620. Inventory all test material within 5 workdays of receipt of the TMI. This inventory will be conducted by an impartial official and the TCO without regards to manning or workload concerns. Forward the completed TMI to HQ AFROTC/RRFP if there are no discrepancies. If there are discrepancies, forward the TMI to AFPC/AFLO and HQ AFROTC/RRFP with a memorandum explaining the discrepancies and corrective actions taken/planned. If there is a possibility of a test compromise, follow the instructions in paragraph 6 below.

**6. Loss or Compromise.** If CONTROLLED TEST MATERIAL is lost or a compromise is suspected, refer to attachment 6 for appropriate action.

## **Section B – Air Force Officer Qualifying Test (AFOQT)**

**7. Purpose of the AFOQT.** The AFOQT measures aptitudes used to select candidates for officer commissioning programs.

**8. Personnel to be Tested.** Unit commanders may authorize the administration of the AFOQT to:

8.1. Any cadet enrolled in AFROTC.

8.2. Any college student or prospective student whom they believe to be applying in good faith for the program, even though the student may not yet have made written application.

8.3. Any student or prospective student, including high school students, whom they believe to be applying in good faith for the AFROTC College Scholarship Program.

8.4. Unit NCOs whom they intend to appoint as TCO or TE.

8.5. Any applicant for any commissioning program at the request of a base TCO or an Air Force recruiter.

**9. Scheduling:**

9.1. The unit commander may schedule test sessions at any time.

★9.2. The TCO or TE must query each individual to determine if they have previously taken the AFOQT before scheduling them for testing. If the individual has previously taken the AFOQT, the TCO or TE should verify this by reviewing previous test rosters. If verification by this method is impossible, contact HQ AFPC/DPPPWE for assistance.

9.3. Prepare the AFPT 237, **Testing Roster**, before each test session.

**★10. Administering the AFOQT:**

★10.1. The AFOQT is administered by the TCO or by the TE if the TCO is on call during the testing session.

10.2. Check the names of applicants reporting to the test session against the roster. Deny entry to anyone not known to you and who does not have photo identification. Mark a red line through the name of any scheduled examinee not reporting or denied entry.

10.3. AFPT 983, *Manual For Administration*, is used to give the AFOQT (Form Q). No deviation from AFPT 983 is authorized.

★10.4. If an individual has been previously administered the AFOQT Form Q, version 1, test booklet, the TCO or TE must ensure the individual is administered the AFOQT Form Q, version 2, test booklet and vice versa. Should a cadet/applicant be administered the same version a second time, HQ AFPC will score the second test and issue the TCO a discrepancy for failing to verify the previously administered version. If testing a third time (waiver required), administer the version administered for the first test. The answer sheet for the AFOQT is AFPT 987, **Answer Sheet**.

10.5. All applicants must take the entire AFOQT.

10.6. The unit commander may ask a local recruiter, military entrance processing station (MEPS), or base TCO to test an applicant if this saves time and money or avoids a hardship on the examinee.

★10.7. At the detachment commander's discretion, detachments within a reasonable driving distance to a MEPS or military personnel flight (MPF) may establish a policy to test at the MEPS or MPF. The detachment commander MUST ensure that AFOQT testing is readily available to all cadets and applicants. Forward a letter to HQ AFROTC/RRFP and HQ AFPC/DPPPWE, IN TURN, explaining the decision to conduct AFOQT testing at a MEPS or MPF. If the commander decides to deactivate the unit's TCO account, this must also be stated in the letter. Ultimately, the detachment commander is responsible for providing AFOQT testing opportunities so as to preclude rendering a cadet or applicant ineligible for any form of selection process. See AFOATS Supplement 1 to AFI 65-103, *Temporary Duty Orders*, for preparation of cadet travel orders, if required.

10.8. When an outside agency tests an AFROTC applicant, the unit TCO is responsible for obtaining the results. Send a copy of the results to HQ AFROTC/RRFP for input into the AFOATS Pilot Project (APP). Ensure the individual is in APP before you send the results for input.

**★11. Retesting:**

★11.1. The unit commander may authorize an applicant to retest once only if it is believed the applicant's true abilities are not reflected by the current scores. The applicant must normally wait 180 days from the date last tested. Forward requests to waive up to 30 days of the 180-calendar-day rule (include those instances when an applicant inadvertently retests prior to completing the 180-day requirement) to HQ AFPC/DPPPWE through HQ AFROTC/RRFP (see attachment 8 for request format). Requests will be considered only to avoid gross unfairness to the applicant (e.g., mistesting caused by faulty instructions to the examinee, acute illness while testing, or a disturbance in or close to the testing room). NOTE: The date of the previous test does not count toward completion of the 180-day requirement (e.g., date tested is 11 February, the 180-day requirement begins on 12 February). Paperclip the approved waiver request to the cadet's test when you forward it to HQ AFPC/DPPPWE for scoring (if you fail to do this, the test will be voided as it violates the 180 day retest rule).

★11.2. If an individual becomes ill during a test session, terminate the examinee's test noting the time elapsed in the current subtest and the last question answered. Store the answer sheet and test booklet in the safe until the status of illness is resolved. If the individual provides documentation verifying the illness, the individual may resume testing. When resuming testing, have the individual start where they stopped allowing only the remaining amount of time for that subtest and then continue with the rest of the test. Use the original answer sheet. If the individual does not provide medical documentation, forward the answer sheet to HQ AFPC/DPPPWE in accordance with normal mailing procedures noting on the AFPT 237 that the test was terminated and the reason why. The procedures in paragraph 11.1 also apply.

★11.3. Normally, no more than one retest is permitted, for a total of two (AFI 36-2605). To request a second retest (third test), forward a fully justified request for waiver to HQ AFROTC/RRFP (see attachment 7 for waiver request format). Provide evidence such as completion of two or more college courses in subjects relevant to the AFOQT, or any other experience in areas relevant to the skills and abilities measured by the AFOQT in the areas the applicant showed a deficiency (verbal, quantitative). The request must provide documentation of all education and experience, to include grades achieved and other measures. If a retest is approved, ensure the alternate version is administered. Waivers requested solely to improve scores will not be considered, unless minimum enlistment scores have not been obtained. Paperclip the approved waiver request to the cadet's test when you forward it to HQ AFPC/DPPPWE for scoring (if you fail to do this, the test will be voided as it violates the one day retest rule).

★11.4. In the event an applicant does not meet minimum qualifying scores (verbal score of 15, quantitative score of 10) upon a second retest (third test), or in lieu of requesting a second retest (third test) due to time restraints imposed by eligibility deadlines for the POC Selection Process, the unit commander may request a waiver of the minimum qualifying scores via AFROTC Form 22, **Cadet Personnel Action Request**. Include in the waiver request the dates and scores of all AFOQTs, cadet's class ranking and SAT and/or ACT scores. Provide all SAT/ACT categorical scores, not just the combined or composite score. If your university does not require SAT or ACT completion for entry, state this in the justification. HQ AFROTC/RR has been granted this waiver authority by HQ AFPC/DPPAES for the period 7 January 1999 through 5 January 2001.

**12. Preparation and Shipment of Answer Sheets:**

12.1. Before sending completed answer sheets to HQ AFPC/DPPPWE, the TCO or TE will:

12.1.1. Check each answer sheet for stray marks, smears, smudges, tears, folds or wrinkles, and marks outside the specified bubbles. Make sure that the examinee has thoroughly erased the first response when changes have been made. Stray marks and incomplete erasures can reduce an examinee's score. If the form does not pass inspection, either clean it up by additional erasing or copy it on a clean form. Ensure both the original and reaccomplished answer sheets are forwarded. NOTE: Answer sheets not signed by the examinee or severely blotted will be returned to the TCO for compliance with instructions for reaccomplishment.

12.1.2. Look at the bottom front side of the form to ensure all required bubbles have been darkened. Also make sure that items to be completed by the test administrator have been completed (e.g., TCO account number, etc.). Refer to AFPT 983 for instructions on the proper coding of these items. Students often transpose numbers when writing their social security number (SSN), or darken incorrect ovals. Cross-check each name and SSN with the student management roster (SMR).



12.1.3. Use the original AFPT 237 as a cover letter to send the completed answer sheets to HQ AFPC/DPPPWE for scoring. If an examinee is retesting on a waiver of the 180-day requirement or maximum retests, attach a copy of the waiver approval to the AFPT 237.

12.1.4. Prepare answer sheets for mailing according to AFI 36-2605, table 4.1. Arrange answer sheets in the same sequence as the examinees' names appear on the AFPT 237. Do not staple, clip, fold, or damage the answer sheets. Place the original test roster in the package; retain the duplicate for unit records.

12.2. Mail packages containing completed answer sheets as follows:

12.2.1. Address the package to HQ AFPC/ DPPPWE. Mail no later than 1 workday after the test was given. If not mailed within 1 workday, a memorandum of explanation for lateness must be included.

★12.2.2. The TCO or TE must ensure the package is placed in the postal system.

12.2.3. Mail the package by certified mail, return receipt requested. Attach the certified mail receipt to the unit's copy of the AFPT 237 until you receive confirmation that the package has been received by HQ AFPC/DPPPWE.

**13. Scoring the AFOQT.** HQ AFPC scores the answer sheets and flows the results to HQ AFROTC. Scores are provided to the units via machine-printed score sheets and APP.

#### **14. Disposition of Test Results:**

★14.1. HQ AFROTC will send a copy of the machine-printed scores to the unit. The TCO must verify the score sheet against the AFPT 237. Normally, units will receive test results within 4 weeks from the day the answer sheets are mailed. If the unit has not received the scores within 4 weeks, the TCO or TE should query HQ AFROTC/RRFP. If the unit requires AFOQT scores prior to 4 weeks, or for tests not taken at an AFROTC unit, the TCO or TE can call the HQ AFPC customer support office at DSN 665-2949/2963 or commercial (210) 565-2949/2963 or (800) 558-1404.

14.2. HQ AFPC/DPPPWE maintains an inclusive historical record of all test scores.

#### **15. Recording or Combining Scores:**

15.1. AFOQT scores do not expire.

15.2. Test scores from different tests of the AFOQT cannot be combined.

15.3. Only the scores from the most recent test are used as the scores of record for those cadets with more than one set of scores. However, contract cadets who retest and receive disqualifying scores (verbal less than 15 and/or quantitative less than 10) will retain the old scores to remain in AFROTC, but the disqualifying scores will be reflected in APP and used for any cadet personnel actions (e.g., AFROTC Form 22, categorization, etc.).

#### **16. Requisition and Disposition of Test Materials:**

★16.1. All materials used to administer the AFOQT are listed in AFIND 7, *Index of Air Force Personnel Tests*. Requisition test materials by memorandum to AFPDC/AFLO. Refer to AFIND 7 for more guidance. NOTE: Requisition only enough test material as needed for the unit's specific testing program (e.g., a unit which tests 28 examinees per year need not order 50 copies of each version). Excess materials may create a potential compromise. AFPT 997, *United States Air Force Officer Qualifying Test Information Pamphlet*, is obtained in the same manner as other AFOQT materials.

16.2. Transfer test material as prescribed in AFI 36-2605.

★16.3. Destroy CONTROLLED TEST MATERIAL only when it becomes surplus, damaged, or obsolete. The TCO or TE destroys CONTROLLED TEST MATERIAL in the presence of a responsible witness who meets, at the minimum, TE grade requirements. However, the TCO and TE must not serve together as the destroying and witnessing official. Also, the witness must not have duties associated with the testing function and verifies destruction based on front cover inspection only. The destroying official will then complete the AF Form 310, Document Receipt and Destruction

Certificate. Forward a copy of the AF Form 310 to AFPDC/AFLO and HQ AFROTC/RRFP. Destruction procedures are outlined in AFI 36-2605.

★16.4. Scratch paper used (actually marked on) by examinees is to be destroyed in the same manner as test material (burn or shred). Scratch paper should be destroyed at the end of the testing session. Units are not required to document destruction of scratch paper because it is not controlled material (it is not designated with an AFPT, version, revision or control number).

### **Section C - Basic Attributes Test (BAT)**

**17. Purpose of the BAT.** The BAT provides AFROTC a means of obtaining quality selection data on pilot applicants early in the selection process. The BAT incorporates computerized testing technology to measure psychomotor, cognitive, and personality attributes that correlate with pilot training performance.

★18. **Personnel To Be Tested.** In order to be eligible to take the BAT, AFROTC cadets must express a desire to be a pilot candidate, have a minimum AFOQT pilot score of 25, navigator score of 10, and a minimum combined pilot + navigator score of 50, and no obvious physical defects that would medically disqualify them for flying. Cadets eligible and expressing a desire may take the BAT at a detachment or host base facility with BAT capabilities for use in Pilot Candidate Selection Method (PCSM) scores. Cadets unable to test at a detachment or host base facility should be administered the BAT at field training. Administering the BAT at other than field training is preferred. Along with testing eligible cadets, the TCO and TE must also test any pilot candidates at the request of any Air Force National Guard or Reserve unit or recruiter.

**19. Administration.** Only the TCO or TE may administer the BAT according to procedures specified in AFI 36-2605 and the BAT Operator's Manual. The test administrator does not need to be physically present during the testing session after the face-to-face instructions have been completed and the individual has started the examination. However, the administrator must be immediately available for questions and administration problems. Use AFPT 237 and mail a copy of all rosters to HQ AFROTC/RRFP at the end of each quarter.

★20. **Scoring the BAT.** Normally, BAT data will be transmitted electronically to the PCSM program managers at HQ AETC SAS/CS. To obtain an individual's PCSM score, access the PCSM program manager's web site at [www.aetc.af.mil/SAS/pcsm.htm](http://www.aetc.af.mil/SAS/pcsm.htm) (NOTE: the "SAS" portion of the URL must be typed in capital letters). Enter "flyer" for the username and "want2fly" for the password.

**21. Retesting.** BAT retesting will not be authorized. PCSM scores will not expire. TCOs and TEs must inform all examinees that only one administration of the BAT is authorized. If examinees fail to tell of a previous BAT administration, they will be permanently disqualified for Air Force pilot training programs.

ROBERT C. LEWIS, JR., Lt Colonel, USAF  
Chief, Communications Branch

## GLOSSARY OF REFERENCES AND EXPLANATION OF TERMS

### References

AF Index (AFIND) 7, *Index of Air Force Personnel Tests*  
DOD 5200.1-R/AFI 31-401, *Information Security Program Management*  
AFI 36-2605, *Air Force Military Personnel Testing System*  
AFPT 997, *Air Force Officer Qualifying Test Information Pamphlet*  
AFPT 983, *Manual for Administration*  
AFPT 985, *Table Reading Chart*  
AFI 90-301, *The Inspector General Complaints Program*  
AFPAM 36-2620, *Air Force Military Personnel Testing*  
Basic Attributes Test (BAT) Operator's Manual (BOM)

### Supporting Forms

AF Form 310, **Document Receipt and Destruction Certificate**  
AFPT 237, **Test Roster**  
AFPT 987, **Answer Sheet**

### Abbreviations and Acronyms

**ACT** – American College Testing  
**AETC** – Air Education and Training Command  
**AFPC** – Air Force Personnel Center  
**AFPT** – Air Force Personnel Test  
**AFOATS** – Air Force Officer Accession and Training Schools  
**AFOQT** – Air Force Officer Qualifying Test  
**AFROTC** – Air Force Reserve Officer Training Corps  
**APP** – AFOATS Pilot Project  
**BAT** – Basic Attributes Test  
**BOM** – BAT Operator's Manual  
**MAJCOM** – Major Command  
**MEPS** – Military Entrance and Processing Station  
**MPF** – Military Personnel Flight  
**PCSM** – Pilot Candidate Selection Method  
**POC** – Professional Officer Course  
**SAT** – Scholastic Aptitude Test  
**SMR** – Student Management Roster  
**SSN** – Social Security Number  
**TCO** – Test Control Officer  
**TDY** – Temporary Duty  
**TE** – Test Examiner  
**TMI** – Test Material Inventory  
**UPRG** – Unit Personnel Record Group

### Explanation of Terms

**Air Force Personnel Test (AFPT).** Any Air Force test indexed in AFIND 7.

**Answer Sheet.** AFPT 987, Answer Sheet. An official form used by AFROTC to record the answers to questions on the Air Force Officer Qualifying Test (AFOQT). It becomes a controlled item when one or more answers are entered on it.

**Applicant.** A person applying for a scholarship or entry into the Professional Officer Course (POC). NOTE: The applicant need not have applied in writing if the unit commander or test control officer believes the individual is applying in good faith.

**Basic Attributes Test (BAT).** Computerized testing technology that measures psychomotor, cognitive, and personality attributes highly correlated with pilot training performance.

**AFOATS Pilot Project (APP).** Automated system used for tracking personnel data on AFROTC cadets.

**Disinterested Officer/Impartial Official.** An officer appointed either to conduct an investigation or to take part in an inventory of test materials who has nothing to gain or lose as a result of the findings.

**Test Compromise.** Any action, expressed or implied, intentional or unintentional, which could result in unauthorized disclosure of test material.

**Test Control Officer (TCO).** An Air Force officer or noncommissioned officer (NCO) (MSgt selectee or higher) who is appointed by the unit commander, and is responsible for the requisition, receipt, packaging, storage, use, security, inventory, mailing, and disposal of CONTROLLED TEST MATERIAL.

**Test Examiner (TE).** An Air Force officer or NCO (SSgt selectee or higher) who is appointed by the unit commander to administer and handle personnel tests and related material when required. Reference AFI 36-2605 for restrictions. The TCO and TE cannot be the same person.

**Test Proctor.** An Air Force officer or NCO (SSgt selectee or higher) whose principal duty is to ensure all instructions are followed by individuals taking the AFOQT. Reference AFI 36-2605 for other duties.

**APPOINTMENT MEMORANDUM FOR TEST CONTROL OFFICER OR TEST EXAMINER**

(LETTERHEAD)

(Date)

MEMORANDUM FOR (NAME)

FROM: AFROTC Det 340/CC  
Worcester Polytechnic Institute  
100 Institute Road  
Worcester MA 01609-2280

SUBJECT: Appointment of Test Control Officer (Test Examiner)

1. You are hereby appointed Test Control Officer (Test Examiner) effective this date, for TCO Account 5-999. This is an additional duty. (SSN: 000-00-0000; Duty Title: Assistant Professor of Aerospace Studies; Duty Phone: (999) 100-0001).
2. You will read and become familiar with AFIND 7, AFI 36-2605, DOD 5200.1R/AFI 31-401, AFPM 36-2620, AFROTCI 36-2006, and AFPT 983.
3. Major John P. Smith, SSN XXX-XX-0000, COC, Unit, is relieved of the assignment as Test Control Officer (Test Examiner).
4. (For Enlisted Test Examiners Only.) You completed the Air Force Officer Qualifying Test (AFOQT) on \_\_\_\_\_, or signed NCO TEs Statement of Understanding (AFOQT). It is also recommended you take the Basic Attributes Test (BAT) (if applicable). If you decide not to take the BAT, you must complete the NCO TEs Statement of Understanding (BAT).
5. You will conduct an immediate inventory jointly with Major Smith in compliance with AFI 36-2605. Upon completion of the inventory, you must also change the combination to the safe and, if applicable, BAT passwords. Reply by endorsement when these actions are complete (not to exceed two workdays from the date of this letter).

Unit Commander's Signature Block

cc:  
HQ AFROTC/RRFP  
HQ AFPC/DPPPWE  
AFOMS/OMDV  
AFPMC/AFLO

1<sup>st</sup> Ind; (Name)

(Date)

MEMORANDUM FOR AFROTC DET 340/CC

I understand the responsibilities of the position to which I am being appointed. I have thoroughly read and understand the provisions of AFROTCI 36-2006. The safe combination (and BAT passwords) was changed today.

Signature

**NCO TEs STATEMENT OF UNDERSTANDING (AFOQT)**

I, John P. Smith, (SSN), (TCO Account #), understand that while I have access to the AFOQT, I will not be able to take the AFOQT for application to a commissioning program or for any other program which requires official AFOQT scores. I understand this prohibition will remain in effect for 6 months after my access to any AFOQT CONTROLLED TEST MATERIAL has been terminated in writing.

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(Signature)

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(Date)

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(Signature of Witnessing Official)

NOTE: Forward the original of this statement to the servicing MPF for inclusion in the member's UPRG (reference paragraph 2.2) and attach it to the TE appointment memorandum. Send copies to HQ AFROTC/RRFP and HQ AFPC/DPPPWE. Individuals ineligible to apply for commissioning programs, such as those 36 or older, are not required to take any action. For TEs wanting to test before the 6 months have passed, a request for waiver containing the date the TE last had access to the AFOQT, the length of time served as TE, and the testing requirement must be forwarded through HQ AFROTC/RRFP to HQ AFPC/DPPPWE.

**NCO TEs STATEMENT OF UNDERSTANDING (BAT)**

I, John P. Smith, (SSN), (TCO account #), understand that after I have had access to the BAT, I will be disqualified from ever taking the BAT to apply for any Air Force pilot training program.

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(Signature)

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(Date)

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(Signature of Witnessing Official)

NOTE: Forward the original of this statement to the servicing MPF for inclusion in the member's UPRG (reference paragraph 2.2). Send copies to HQ AFROTC/RRFP and HQ AFPC/DPPPWE. Individuals ineligible to apply for AF pilot training programs are not required to take any action.

**AFOQT and BAT Training Checklist**

No.	Item	Yes	No	N/A
1.	Read AFROTCI 36-2006, Testing of Air Force ROTC Cadets and Applicants			
2.	Read AFI 36-2605, Air Force Military Personnel Testing System, chapters 2, 3, 4, 5 and attachment 2 (and attachment 3 if applicable)			
3.	Read AFPT 983, AFOQT Administration Manual			
4.	Read the BAT Operator's Manual, if applicable			
5.	Read and accomplished AFROTC Senior Unit Cadet Personnel Actions Checklist, items 86 – 167, AFOQT and BAT Testing			

I certify that I completed the AFOQT and BAT (if applicable) training from items 1 – 5 above on \_\_\_\_\_.

I am a \_\_\_\_ TCO or a \_\_\_\_ TE.

\_\_\_\_\_  
Name and Rank of Person Trained

\_\_\_\_\_  
Signature of Person Trained

I certify the above training was accomplished on \_\_\_\_\_.

\_\_\_\_\_  
Unit Commander's Signature and Date

**INSTRUCTIONS FOR POTENTIAL COMPROMISE CASES**

A6.1. Upon discovery of a potential compromise, the TCO immediately notifies the unit commander and sends the commander a preliminary report. This report includes:

A6.1.1. A short summary of the facts related to the potential loss or compromise.

A6.1.2. The name, SSN, and control Air Force specialty code (AFSC) of any person who might benefit by the potential loss or compromise.

A6.1.3. A statement about which booklets, completed answer sheets, or other materials were affected. Mark the report and all copies FOR OFFICIAL USE ONLY--SENSITIVE PERSONNEL DATA.

A6.2. The unit commander will report the situation to the region commander.

A6.3. The region commander must notify the agencies listed in paragraph A6.3.1 within 24 hours after being notified of the situation and must:

A6.3.1. Notify HQ AFROTC/RRFP and JA by memorandum and provide copies to HQ AFPC/DPPAT and HQ AFPC/DPMA. Indicate if personnel implicated in the case have been reassigned or are pending reassignment.

A6.3.2. Notify the support base MPF to ensure the individuals involved are placed in assignment availability code "17" and promotion eligibility status code "B."

A6.3.3. Appoint an investigating officer to conduct a formal investigation (Category II) using AFI 90-301, Inspector General Complaints, paragraph 2.25, as a guide. The investigating officer cannot be someone who reports to the unit commander. The report of investigation does not include copies of the test or any questions on them unless the entire report is identified as CONTROLLED TEST MATERIAL and handled as such. All other reports are identified as FOR OFFICIAL USE ONLY (TEST CONTROL PERSONNEL) unless classified information is included; then follow the procedures in DOD 5200.1-R/AFI 31-401.

A6.4. HQ AFROTC/RRFP will suspense the investigation for 60 days from the date the case is initiated. A detailed investigation report must be prepared in an original and one copy and mailed to HQ AFROTC/RRFP. The region commander's transmittal memorandum must include the following information:

A6.4.1. A comprehensive statement of the extent of the compromise, if any.

A6.4.2. Corrective actions taken, if any, including administrative or disciplinary action taken against the offenders.

A6.4.3. Actions taken to prevent recurrence of any actual compromise, or the conditions leading to the potential compromise if no compromise occurred.

A6.5. HQ AFROTC/RRFP will staff the report, and forward to HQ AFROTC/CC who will close the case and notify the MPF chief to update the appropriate personnel codes from the individual's records or, if deemed necessary, take action as required.



## REQUEST FOR APPROVAL TO READMINISTER THE AFOQT

(LETTERHEAD)

(Date)

MEMORANDUM FOR HQ AFROTC/RRFP

FROM: AFROTC Det 340/CC  
 Worcester Polytechnic Institute  
 100 Institute Road  
 Worcester MA 01609-2280

SUBJECT: Request for Approval to Readminister the AFOQT

Request approval to readminister the AFOQT to:

a. Name: \_\_\_\_\_ SSN: \_\_\_\_\_.

b. AFROTC Program: 2-Year \_\_\_\_\_ 4-Year \_\_\_\_\_.

c. AS Year: 100 \_\_\_\_\_ 200 \_\_\_\_\_ 300 \_\_\_\_\_ 400 \_\_\_\_\_ N/A \_\_\_\_\_.

d. Programmed date for entry into POC: \_\_\_\_\_;  
 programmed commissioning date: \_\_\_\_\_.

e. Category attempting to qualify for: Officer Candidate \_\_\_\_\_ Pilot \_\_\_\_\_ Navigator \_\_\_\_\_

f. Date last tested: \_\_\_\_\_.  
 Results: P \_\_\_\_\_ N \_\_\_\_\_ AA \_\_\_\_\_ V \_\_\_\_\_ Q \_\_\_\_\_.

g. Dates and results of earlier tests (if applicable). (Use format of paragraph f).

h. Cumulative GPA \_\_\_\_\_ after \_\_\_\_\_ semesters/quarters.  
 Academic major \_\_\_\_\_.

i. SAT results: Verbal \_\_\_\_\_ Math \_\_\_\_\_.

j. ACT results (composite): \_\_\_\_\_.

k. Specific justification for retest: i.e., completion of at least two college courses in subjects relevant to the AFOQT, in the areas the applicant showed a deficiency (verbal, quantitative), received tutoring (specify what type of tutoring and dates and amount of hours), etc.

Unit Commander's Signature Block

Attachment:  
 College transcripts

1<sup>st</sup> Ind, HQ AFROTC/RRFP

MEMORANDUM FOR DETACHMENT (your det)/CC

1. Approved/Disapproved

2. If approved, forward a copy of this memorandum to HQ AFPC/DPPPWE along with the individual's answer sheet.

**REQUEST TO WAIVE 180-DAY AFOQT RETEST WAITING PERIOD**

(LETTERHEAD)

(Date)

MEMORANDUM FOR HQ AFROTC/RRFP

FROM: AFROTC Det 340/CC  
 Worcester Polytechnic Institute  
 100 Institute Road  
 Worcester MA 01609-2280

SUBJECT: Request to Waive 180-Day AFOQT Retest Waiting Period

Request approval to readminister the AFOQT less than 180 days after previous administration to:

- a. Name: \_\_\_\_\_ SSN: \_\_\_\_\_.
- b. AFROTC Program: 2-Year \_\_\_\_\_ 4-Year \_\_\_\_\_.
- c. AS Year: 100 \_\_\_\_\_ 200 \_\_\_\_\_ 300 \_\_\_\_\_ 400 \_\_\_\_\_ N/A \_\_\_\_\_.
- d. Programmed date for entry into POC: \_\_\_\_\_;  
 programmed commissioning date: \_\_\_\_\_.
- e. Category attempting to qualify for: Officer Candidate \_\_\_\_\_ Pilot \_\_\_\_\_ Navigator \_\_\_\_\_
- f. Date last tested: \_\_\_\_\_.  
 Results: P \_\_\_\_\_ N \_\_\_\_\_ AA \_\_\_\_\_ V \_\_\_\_\_ Q \_\_\_\_\_.
- g. Dates and results of earlier tests (if applicable). (Use format of paragraph f).
- h. Cumulative GPA \_\_\_\_\_ after \_\_\_\_\_ semesters/quarters.  
 Academic major \_\_\_\_\_.
- i. SAT results: Verbal \_\_\_\_\_ Math \_\_\_\_\_.
- j. ACT results (composite): \_\_\_\_\_.
- k. Reasons why student cannot wait 6 months for retest (if applicable):

Unit Commander's Signature Block

Attachment:  
 College transcripts

1<sup>st</sup> Ind, HQ AFROTC/RRFP

MEMORANDUM FOR DETACHMENT (your det)/CC

1. Approved/Disapproved
2. If approved, forward a copy of this memorandum to HQ AFPC/DPPPWE along with the individual's answer sheet.

**MAILING ADDRESSES FOR AFOQT/BAT RELATED CORRESPONDENCE**

HQ APFC/DPPPWE  
550 C Street West, Suite 9  
Randolph AFB TX 78150-4711

HQ AETC SAS/CS  
151 J Street, Suite 2  
Randolph AFB TX 78150-4343

OMS/OMDV  
1550 5<sup>th</sup> Street East  
Randolph AFB TX 78150-4449

AFPDC/AFLO  
2800 Eastern Blvd  
Baltimore MD 21220-2898

HQ AFROTC/RRFP  
551 East Maxwell Blvd  
Maxwell AFB AL 36112-6106